User Manual for RSVC Registration Renewal

1. Keep ready following documents...
--Scanned Photo(image form)
--Scanned Signature(image Form)
--Scanned valid ID proof/ Registration Certificate (PDF or Image form)
--Debit Card/Credit Card/Internet Banking Credentials.

2. Open the website in PC/Laptop/Mobile in Chrome or other internet browser using following URL
www.rajvetcouncil.in

3. Click on *"Registration Renewal"* icon on the home page of the website on left side. A new tab will open.

4. Enter your *Registration Number and Date of Birth* and Submit.

5. You will get OTP on your mobile number registered with RSVC. Enter the OTP to go on renewal page.
(If your mobile number have changed or earlier not provided to the council, you will have to mail the request to update your mobile number along with scanned copy of Reg. Certificate on registrarrsvc88@gmail.com)

6. Fill all the required information on the renewal page, upload photo, signature and ID/Reg. Certificate and click on Pay for renewal icon.
(Certain fields on the renewal page are non-editable. Pay for renewal option is available only for those RVPs, whose renewal is due.)

7. You will be redirected to the *Payment Gateway Page* You can pay by using Debit Card/Credit Card/ Internet Banking.

8. On successful payment, you will be redirected to the renewal page and you will get a *translation number in green strip* on the top of the page. Kindly note down this number for future reference.

9. Your renewal request will be verified and approved by the council staff within 7 days time. You may print the Renewal Certificate only after approval from RSVC.
10. After 7 day log in again using OTP and take the print of your *Renewal Certificate* and keep it with registration Certificate.
11. In case of any technical problem you may contact at 0141-2742671 during office hours (Monday to Friday).